Data Sharing System (DSS) Data Entry Instruction for Architectural Survey

Introduction

The following data entry guidelines are to be followed for new Data Sharing System (DSS) entries. When updating previously submitted DSS records, please contact the Architecture Data Manager at 804-367-2323 to have the records placed in your edit box. To access records that have been moved into your edit box, select "Edit Work-In-Progress" in the "Field Data Support" menu. When editing records, please keep in mind how crucial it is to save information from previous surveys. For example, please do not erase architectural descriptions from previous surveys. Rather, write a new description underneath the existing description and preface the new description with the date (month and year) of the survey. For fields that can only accommodate one selection (for example, the date on Screen 1), you may correct previous survey data. However, please make note of such changes in your architectural description or significance statement for the resource, whichever is more appropriate.

When finished with the data entry process, please remember to submit your records to the Architecture Data Manager by checking the box next to the record in your edit box and selecting the "Submit" button. Also e-mail the Architecture Data Manager to notify him or her of the submission. Once submitted, the Architecture Data Manager will review the entry and either submit it into the main system or send it back to the user's box for revisions.

1. General Property Information - DHR ID#:	000	-	9999	-	0001
Other DHR#: 000-4000	**Property Dates:**		Year: 1900	Ca ▼	

You must enter the file number first. You will note that the heading is in red for this entry—red indicates a required field provided data is being entered on that screen.

The file number that you enter in the first field will be the controlling number for the entire form. It will appear at the top of each screen. Do not enter a temporary number for architectural resources. You must obtain a record number from the Department of Historic Resources (DHR) Archivist by submitting a copy of a United States Geological Service (USGS) topographic quadrangle map showing the property's exact location, as well as its historic/common name and/or address.

All properties will have a file number prefix that is three digits and a secondary number that is four digits. All counties, cities, and independent towns in Virginia have an identifying number that is entered in the first file number box. For example, the independent city of Charlottesville has the prefix of 104; file numbers within an unincorporated portion of Albemarle County begin with 002; and DHR file numbers for resources within the incorporated town of Scottsville in Albemarle County begin with 298.

The second part of the DHR file number consists of four digits. It will identify the specific resource. The DHR Archivist will assign this number. Do not assign your own number.

The third (or "tertiary") number is used only for properties within an historic district or for a property that has multiple buildings that need to be surveyed individually.

NOTE: If you are recording an individual property, do not include a third number—leave the third box in the DSS form blank.

When entering properties within districts, the Archivist will assign you a district number— which is the second number—and will also provide you with a starting tertiary number, allowing you to assign the additional tertiary numbers. Be sure that both the second and third numbers have four digits. Otherwise, the system will misfile the record.

Example: Correct: 104-0540
Incorrect: 104-540

Example: Correct: 127-0375-0018
Incorrect: 127-375-18

Other DHR Number: This field is only completed if 1) a property is within an historic district and has previously been surveyed with an individual file number, or 2) the property includes an archaeological site for which an archaeological site number has been assigned. If you are updating a previous Data Sharing System (DSS) record for a

property within a historic district, it is important that you enter your new historic district number in this field and retain the individual number in the main DHR number field.

Property Date: Enter the earliest date associated with the property. If you are not certain of the exact year, you may choose "pre," "post," or "ca" from the pick list.

Property Name

Enter the most common name of the property first and indicate the explanation for the name from the pick list.

Since many properties have several names, you have the option to list alternate names using the "add" function. To add a new property name, type in or paste a resource name and choose an explanation. Then use the "add" function to move the entry out of the boxes and into the record.

To alter an existing property name, highlight a previously entered name and select "Modify." This will move that entry into the boxes either to view it or to modify it. Once modified, select "Update" to move that entry out of the boxes and back into the record.

NOTE: If an entry is not moved back into the record using the "add" or update" functions, the data will be lost when the page is saved.

If a property does not have a name, you should list it according to its building type with an additional description. For example "Commercial Building, 1029 Broad Street" or "Barn, Off Route 630." The explanation under these circumstances should be "Function/Location." In most instances, particularly in historic districts and urban areas, the record should include a "Function/Location" name for the resource in addition to any Current or Historic names.

With the exception of numbered streets higher than "tenth," spell out the names of streets. Also spell out the street's prefix and suffix. For example, "100 North Second Street" and "200 West 31st Street." This rule also applies to the address and location section of this page.

Address and Location

Address & Location	
Street #: 1200	Street Name: East Third Street
Street # Suffix: 1202	Address Explanation: Current
Add Modify Update Remove	
1200 - East Third Street - 1202 - Current	

Enter the street number, the complete street name, and then select an explanation from the pick list. Rural properties should have a "911" address such as "12516 Harris Mill Road" as well as a county or state route number. Use the "Add/Modify" to include both addresses—12516 Harris Mill Road as the Current address, and Route 632 as the Alternate address. Do not enter both the street name and route number together in one entry. For example, 12516 Harris Mill Road/Route 632 is not correct.

If your property has a range of addresses (for example, 1200-1202 East Third Street, above), enter the first number in the range in the "Street Number" field and the last number in the range in the "Street # Suffix" field.

NOTE: The Street # Suffix field should not be used for a street name suffix such as street, avenue, or boulevard. It should only be used when the property has a range of addresses.

Select the **County or Independent City** from the pick list. The **Zip Code** is useful but not required. There is a field to enter the **Magisterial District** and the **Tax Parcel** number if known. If the property is located in a **town, village, or hamlet** or within its vicinity, select both the County/City and the name of the smaller jurisdiction.

If you wish to **restrict UTM data** on the property, note this in the appropriate field.

Vicinity is used to indicate that you are recording a rural property, not within a city, town, or village, but in its vicinity. Indicate "yes" if the property is located within the vicinity of a city, town, or village. Leave the vicinity field blank if the resource is located within a city, town, or hamlet.

The **"Open to Public"** field is a required field. You must indicate whether or not the property is open to the public. Indicate "No" (not open to the public) for residential properties and other private buildings. Indicate "Yes" (open to the public) for stores, churches, public buildings, museums, etc.

If a **Cultural Resource Management (CRM) report** is being prepared in connection with the survey of this property, or if a previous report is known, please indicate "Yes" in the "Is there a CRM report?" field. Otherwise, indicate "No."

UTM Coordinates: Coordinates are not required for properties recorded at the reconnaissance level or intensive level unless it is to be submitted as part of a nomination to the National Register of Historic Places (NRHP). When entering UTM coordinates, if the resource is ten acres or smaller, a central UTM point should be

entered in the UTM Center field. If the resource is larger than ten acres, multiple points should be entered in the UTM Coords field to indicate its boundaries.

USGS Quad

Select the Quad on which the property is located. If the resource straddles more than one Quad, you have the option to list more than one Quad here. You select the Quad by finding the name in the list on the left, highlighting it, then clicking on the arrow pointing to the right. This will remove the quad name from the general list on the left and enter it into the record in the column on the right. To deselect an erroneous quad name, highlight the name on the right, click on the arrow pointing to the left, and the name will be returned to the full list.

NOTE: At the end of every screen, you must select the "Save" button to move to the next page. Otherwise, the work that you completed on that page will not be retained. If you return to a previously edited page, to ensure that you see all the changes you have made to that screen, first "Refresh" the page using the icon in your Microsoft Explorer toolbar. If you do not have the refresh icon on your toolbar, go to View in your toolbar, and select "Refresh" from the list.

2. Physical Characteristic – DHR ID# : 000-9999-0001			
Setting: Urban		**Acreage:** 0.1	acre(s), decimals only

Site Description/ Notable Landscape Feature:	Located within the Downtown Historic District, this building lies on the north side of East 3rd Street, facing south. This building is located approximately mid-block between Main Street and Elm Avenue and is surrounded by buildings of similar scale.
Secondary Resource Description:	There is a shed located north of the duplex.

Ownership Status		Selected Ownership Status
Public - Federal Public - Local Public - State	⇨ ⇦	Private

Setting: Choose an appropriate setting from the pick list. Choices are City, Hamlet, Rural, Suburban, Town, Transportation Corridor, Urban, or Village. City should be selected for those built-up areas within an independent city's boundaries; Town for built-up areas within an incorporated town; Village for a grid layout within an unincorporated town; Hamlet for a crossroads-style community; and Rural for a resource in open country. Suburban and Urban are available as options for built-up areas that match those descriptions, while Transportation Corridor would describe an otherwise rural area that is built up along a main road.

Acreage: Exact acreage is not required except for intensively surveyed properties. Record in decimals only. Example: 1 acre; 10.56 acres. Otherwise leave as 0.

Site Description: This open text field calls for a brief description of the property site. This statement should explain the visual impression presented by the property as a site and a setting for its resources. Note all significant man-made or designed landscape features. If the record is for a property within a historic district, the site description should be specific to the individual property rather than the historic district in general. When describing physical relationships, use directions such as north, south, east and west rather than "to the side," "in front" or "to the rear." This open text field should be filled out using complete sentences. The site description should be prefaced by the date (month and year) of the survey.

NOTE: All open text fields should be first composed as part of a Word document and then pasted into the fields. This is recommended for two reasons: 1) it allows for a Spell Check on the statement in Word, and 2) the link to the database is automatically disconnected if there is no perceived action in the database for an extended period of time (approximately 20 minutes). If you are typing in a description and not moving between pages, your database connection will be ended. You will not realize this until you attempt to save and move to another page, only to receive an error message or be

rerouted to the log-in page. Data entered on that screen will be lost. In addition, all information entered in open text fields should be prefaced by the date (month and year) of the survey.

Secondary Resource Description: This open text field should provide an inventory of secondary resources and their physical relationship to other resources on the site. When describing physical relationships, use directions such as north, south, east and west rather than "to the side," "in front" or "to the rear." All secondary resources should be shown on the required site plan to accompany this record. They should also be included in the NR Count on Screen 3 and the Individual Resource Information Count on Screen 4. This open text field should be filled out using complete sentences. When there are no secondary resources, indicate this with the following sentence: "There are no visible secondary resources associated with this property." The secondary resource description should be prefaced by the date (month and year) of the survey.

Ownership Status: Select from "Private," Public-Federal," Public-Local," or "Public-State." You have the option to select several ownership types if that is the case. For example, you may have a property that is partially in private hands and partially owned by a governmental unit.

REMINDER: When moving on to the next screen, be sure to hit "Save" at the bottom of the screen. The Next button will take you to the next screen, and Back button will take you back, but without retaining any of the data entered on that screen.

Screen #3
Historic District Information

3. Historic District Information - DHR ID# : 000-9999-0001	
Name of National Register Historic District:	Downtown Historic District
Name of DHR Eligible Historic District:	
Name of Local Historic District:	

NR Count	NR Resource Type	NR Resource Status
2	Building	Contributing
	Add Modify Update Remove	

Include the name of the **historic district**, if one (or more) is applicable. Be sure not to indicate the district as "National Register Historic District" unless it has been formally listed or unless you are working on an active project that will result in its listing in the Virginia Landmarks Register (VLR) and/or National Register of Historic Places (NRHP). Include the name of a local district as well, if it applies. Include "Historic District" as part of the name (e.g. Downtown Historic District should be entered rather than just Downtown or Downtown HD).

If the resource is located within more than one historic district, separate the names of the districts with a semi-colon. For example, "Downtown Historic District; Commercial Historic District."

NR Count: If the resource is in a district or being listed individually, include the number of National Register Resource Types for the property. Select the NR Resources Type, the NR Resource Status, and then the NR Count for that resource type with that status. For example, when submitting information for a farmstead consisting of one contributing single dwelling, one contributing barn, one non-contributing shed, and one contributing well, enter the following information:

2 – Building – Contributing
1 – Building – Non-Contributing
1 – Structure – Contributing

NOTE: The NR Resource Type "Building" should be selected for resources that shelter any form of human activity.

Screen #4
Individual Resource Information

What is it? (formerly WUZIT): Choose from the pick list exactly what the resource is. The list is lengthy, but if you do not find an exact match for your resource, select "other" and explain in the architectural description. For a complete list of options in the various fields with pick lists, see the Data Manual under the Help section of the Data Sharing System (DSS). For singe-family dwellings, please use "single dwelling (instead of "house" or "dwelling"). For multiple-family dwellings, please use "multiple dwelling."

Be sure to include the **"Count"** and under **"Status"**, whether it is "contributing", "non-contributing," or "undetermined." You have the option to include multiple "What is its" with the "Add/Modify" function. For example, you may have one single dwelling (contributing), two sheds (contributing), one barn (non-contributing) and one garage (undetermined). Or, as in the example above, one multiple dwelling (contributing) and one shed (contributing).

Individual Resource Detail Information

In this section you will be describing the resources on the property. Be sure to select "Yes" for "Primary Resource" when you are describing the main resource on the property. After completing the full description of the resource and adding any known threats to the resource, use the "Add/Modify" feature at the bottom to create what will be known as Resource 1.

NOTE: Do not confuse this with the "Add/Modify" functions under "Threats" that allows you to list multiple threats to that single resource.

All secondary resources associated with the property should have separate entries within the "Individual Resource Detail Information." For secondary resources, select "No" for "Primary Resource" and fill out the other fields as applicable. After completing the full description of the resource and adding any known threats to the resource, use the "Add/Modify" feature at the bottom. Each resource subsequent to Resource 1 will be listed as Resource 2, Resource 3, and so on.

Below is an explanation of each field in this section, as well as an image of what a completed Individual Resource Detail Information field should look like.

Primary Resource: Answer yes or no as to whether this is the primary resource for the particular record.

What is it (formerly call WUZIT): Repeat "what is it" from above box. For example, if "single dwelling" is selected in the box at the top of Screen 4, make sure it is selected in this box as well.

Estimated Date of Construction: Date for primary resource should be the same as on Screen 1. For secondary resources, enter the appropriate date and modifier (pre, post, ca), if applicable.

Date Source: Select the source for the date of construction from the pick list.

Architectural Style: Select the most appropriate architectural style. If the resource illustrates no particular style, select the choice "No Style Listed."

Architectural Description: In this open text field you should summarize the architectural attributes of the resource under consideration. You may do this first in a Word document and paste it here if you wish, again for spell check and data saving purposes (see note under Site Description, Screen #2). This open text field should be filled out using complete sentences. The architectural description should be prefaced by the date (month and year) of the survey.

Condition: Select the appropriate current condition of the resource. If the condition has changed from a previous survey, make note of the change in the architectural description.

Number of Stories: Record in whole or half numbers such as 1.5 for one-and-one-half stories; 3.5 for three-and-one-half stories. The main floor is always counted as a full story. Other floors are counted as full stories if they have vertical walls on all sides extending six feet or more above the lower stories. Half-stories (counted as 0.5) are those with two sloping interior walls or ceiling. An attic story with frieze windows or one with windows at or just above floor level on the longitudinal façade or roofs having a major cross-gable or cross gables with windows are also considered half stories.

Interior Plan: If the interior has been examined, choose the appropriate plan from the pick list.

Interior Accessed: Chose "Yes" or "No." Interior examination of properties is not required for reconnaissance-level survey.

Access Denied Why?: Choose the appropriate reason from the pick list. When no attempt is made to access the interior, choose "not accessible" from the pick list.

Threats to Resource: You may select multiple threats if appropriate by using the "Add/Modify" functions. Do not confuse these "Add/Modify" with the buttons at the bottom, which refer to adding additional resources. If no threats are apparent, select "none known."

The second set of "Add/Modify" functions after the "threats to resource" are used to encapsulate all of the individual resource detail information under a resource name, such as Resource 1 (see picture below). To view and/or edit the information inputted for each resource, highlight the resource (e.g. Resource 1) and select "Modify."

REMINDER: After viewing or editing the data, be sure to select "Update."

DHR Historic Time Period: You have the option to select multiple time periods if they apply. The time periods are listed chronologically from "Paleo-Indian" to "The New Dominion."

DHR Historic Context: You have the option to select as many contexts as applicable.

5. Primary Resource Exterior Component Description - DHR ID#: 000-9999-0001			
Component	**Component Type**	**Material**	**Material Treatment**
Foundation ▼	Foundation - Solid ▼	Brick ▼	Foundation - Common Bond ▼

Add	Modify	Update	Remove

Foundation - Foundation - Solid - Brick - Foundation - Common Bond
Structural System - Structural System - Frame - Wood - Structural System - Asbestos Siding
Porch - Porch - 1-story, 3-bay - Wood - Porch - Columns, Tuscan
Windows - Windows - Sash, double-hung - Wood - Windows - 6/6

Significance Statement:	This resource is located in the proposed Downtown Historic District. The Downtown Historic District is eligible for listing in the National Register of Historic Places as a representative of a type of neighborhood development and architecture under Criteria A and C with a period of significance of 1884-1955.

Components: Select foundation first. Under "Component Type" all the choices relating to "foundations" will be grouped together. The Materials will be listed alphabetically. Under Materials Treatment, again all the treatments relating to foundations will be grouped together. Use the "Add/Modify" functions when you finish the first component. Under the next component you follow the same process. For example, if you are describing "windows," go to the pick list of components and select "W" on your keyboard and it will jump to the "windows." Follow the same procedure under Type and Treatment to find the grouping of appropriate terms for windows.

The conventional order for completing the component table is as follows: foundation; structural system; porch; windows; roof; chimney.

What is entered in the component will show up in the box under the "Add/Modify" functions; however, when you return to this in "Work in Progress" it will be shown in numbers only. If you want to see what you entered, you must highlight it and select "Modify." Remember to select "Update" when you have finished reviewing what you have entered. And remember to select "Save" at the bottom of the screen.

Significance Statement: This open text field should be filled out using complete sentences and should be prefaced by the date (month and year) of the survey. It should include any pertinent historical information about the property and, in the case of large survey projects, a statement indicating whether the property appears to be potentially eligible for the National Register in the surveyor's opinion (this should be explicitly stated, so as not to indicate to future researchers that DHR has concurred with this recommendation). Applicable National Register criteria should be included. In the case of properties within a potential historic district, it should be stated whether the resource(s) on the property is/are "contributing" or "non-contributing" and why.

NOTE: This screen is not required for reconnaissance-level surveys.

Associated Function: Choose the function of the individual you are entering, such as the owner or architect. Include the first and last name of the individual, as appropriate. Since several individuals may be associated with the property, you have the option to "Add" additional persons.

Historical Events: Include the starting and finishing date. The type of event could be "construction date," "major alterations," "demolition," etc. Use the open text field to clarify particular events associated with the property. There may be several different events associated with the property. Use the "Add/Modify" function to add these various events to the system.

Screen #7
National Register Criteria Information

NOTE: The Data Sharing System (DSS) will only register surveys as intensive if this screen is filled out. Therefore, this screen *must* be filled out for all intensive surveys, with the exception of the NR Date, NR Eligible, NR Score fields, which should only be edited by the Department of Historic Resources (DSS) staff.

NR Potential Eligibility: Select one or more criteria under which this property would be nominated. Select all that apply.

Criteria Exceptions: There are certain exceptions that the National Register recognizes should be included here if applicable. For instance, a church would be nominated under Criteria Exception/Consideration A and a building that has been moved from its original site would be considered under Criteria Exception/Consideration B. You may select as many Criteria Exceptions as are applicable.

"Yes" or "No" should be entered for all the **Integrity** fields. The criteria fields for integrity include Location, Design, Setting, Materials, Workmanship, Feeling, and Association (See National Register Bulletin # 15 "How to Apply the National Register Criteria for Evaluation").

The **Period of Significance** should be represented as a year or a range of years. It represents the length of time when a property was associated with important events, activities, or persons or attained the characteristics that qualify it for National Register listing. The year or years may be preceded by "ca." if estimated.

The **Level of Significance** should be selected as Local, State, or National.

Organization/Person Submitting Form: The default for this field is DHR.

Significant Person: If Criterion B was selected, complete the field calling for name of the person. Significant individuals can otherwise be listed on Screen 6.

NR Date: This is the field for the date that the property is evaluated by the DHR Evaluation Team. It includes a field for the day, month and year. This field should only be filled out by DHR.

NR Eligible: This is a "Yes/No" field, again to be filled out after evaluation by DHR. This field should only be filled out by DHR.

NR Score: This is the score given by the DHR Evaluation Team. This field should only be filled out by DHR.

NR Area of Significance: You have the option to select several areas of significance, if applicable. The choices are listed alphabetically. You can jump to the area you want by selecting the first letter of that area on your keyboard and continuing to hit that key until the area you want appears.

NR Potential Eligibility

NR Potential Eligibility	Selected NR Potential Eligibility
B- Residence associated with significance of individual B- Workplace associated with signficance of individual C- Distinctive chars. of type, period or method of construction C- Possesses high artistic values C- Represents the work of a master	C- Architecture/Engineering

Criteria Exceptions

Criteria Exceptions	Selected Criteria Exceptions
A- Religious Property B- Moved Property C- Birth Place or Grave D- Cemetery E- Reconstructed Property	

Integrity of Association:	Yes	Period of Significance:	1900
Integrity of Location:	Yes	Integrity of Workmanship:	Yes
Integrity of Material:	Yes	Level of Significance:	local
Integrity of Design:	Yes	Organization/ Person Submitting Form:	VDHR
Integrity of Feeling:	Yes	Integrity of Setting:	Yes
Significant Person: Criteria B:			
NR Date:	Date: Month:		Year:
NR Eligible:		NR Score	

NR Area of Significance

NR Area of Significance	Selected NR Area of Significance
Archeology Art Asian Ethnic Heritage Black Heritage Commerce Communications Community Planning and Development Conservation Economics Education	Architecture

Screen #8
Graphic Media Documentation

8. Graphic Media Documentation - DHR ID # : 000-9999-0001					
DHR Negative #	**Photographic Media**	**Photo Depository**	**Photo Date**	**Photo Filename**	**Photo Doc**
30000	B&W 35mm Photos	VDHR	Date: 1 Month: January Year: 2004	Frame 12 - Rear View	

Add   Modify   Update   Remove

B&W 35mm Photos - 30000 - VDHR - Frame 12 - Rear View

DHR Negative #: Enter the DHR negative number (not to be confused with the DHR file number for the resource) if you are submitting negatives with your form. The number should be obtained from the DHR Archivist. If the negatives are not to be stored at DHR, leave this field blank.

Photographic Media: This is a free text field. Enter the type of film media submitted (usually 35mm B&W Photos or Color Slides).

Photo Depository: This indicates where the negatives are stored. If a negative number is issued and the negatives are submitted, enter DHR here. Otherwise, indicate where the negatives are being permanently stored.

Photo Date: Enter the date the photographs were taken.

Photo File Name: Use the frame number of the image plus an explanation of what the photo shows, such as "front view," "rear elevation," etc. This is important information that will be used to retrieve images of the property in the future through the querying process. Or indicate the name of the photographer alone if frame numbers and descriptions are too numerous and not available.

Photo Doc: Indicate "yes" if prints are submitted to DHR.

9. Bibliographic Information - DHR ID# : 000-9999-0001		
New Bibliographic Information		
First Name: Steven	**Last Name:** Smith	
Citation Abbreviation: AR-73	**Record Type:** Report	
Bibliographic Notes: "Architectural Survey of the Downtown Historic District," ABC Architecture, May 2004.		
Add Modify Update Remove		
Steven - Smith - Report		

First name: Enter the first name of the author or individual, if applicable.

Last name: Enter the last name of the author or individual, if applicable.

Citation Abbreviation: If completing information for a CRM Report, enter the DHR report number if it is known. For example, AR-73, above, is DHR's grey file number for Report Number 73 in Arlington. If completing information for a newspaper or magazine article, indicate the name of the publication in this field.

Record Type: You must complete this field if you include any bibliographic citations. The pick list gives you many choices.

Bibliographic Notes: This is an open text field that can be used to explain your sources in greater detail. This is the field that allows you to assign a date to your source material.

This is an "Add/Modify" field, so multiple bibliographic references may be entered.

Screen #10
CRM (Cultural Resource Management) Event Information

CRM Event Type: The CRM event represented by the completion of this form should be selected from the "CRM Event Type" list. Many records will have multiple CRM events such as Reconnaissance Survey, Intensive Survey, Virginia Landmarks Register Listing, Preservation Easement, Preservation Tax Credit Project, etc. Routinely, an initial survey of a property, or a property surveyed as part of an eventual historic district, will be a "Reconnaissance Survey." If the survey is being conducted as part of a DHR Cost Share project, "Reconnaissance: Cost Share" and "Intensive: Cost Share" are available options. If you are completing a second or third survey of a property, make sure to add a new CRM event, rather than editing or removing an existing event. Please refrain from using "Section 106 Survey," and instead use either "Reconnaissance Survey" or "Intensive Survey."

Event Date: The date can include the day, the month, and the year; if the day is not known, it will default to 99, and the year will default to 9999. This information should reflect the date of the survey, not the date of data entry.

ID# Associated with Event: This number should be obtained from DHR's Project Review Division if the form is being completed as part of compliance with Section 106 or 110 of the National Historic Preservation Act of 1966 (Example: 2002-0985). If the form is associated with a Cost Share project, that number can be obtained from the DHR Survey Manager. As a rule, the Cost Share project number will consists of the year of the project, the bid type—such as RFP (request for proposals) or IFB (invitation for bids)—and the number of the RFP or IFB (Example: SP2002RFP01). Please do not put another firm or department's project number in this field, but instead list them in the open text field under comments.

CRM Person/Organization: This field should indicate the name of the individual who completed the survey. The CRM firm should be entered in the CRM Event Comment field.

CRM Event Comments: This open text field should include additional information to put the event in context. For example, VDOT Project Numbers may be recorded in the CRM Event comments section along with any other information relating to the CRM event, such as details about the CRM firm. Other comments not appropriate for the

architectural description or statement of significance sections can be included in this field. The "Add/Modify" function allows for multiple CRM events for each property.

Screen #11
Bridge Information

Bridge Structure Number: The VDOT structure number identifies the structure at a particular crossing. If the structure is replaced, the structure number will transfer to the new structure. This is a required field when filling out this screen. If Bridge Structure Number is unknown, enter "0."

VDOT Structure ID: The VDOT structure ID is a unique number that does not transfer if a structure is replaced. When a structure is replaced, its unique structure ID is retired with it.

Bridge Type: Select from the pick list the type most closely describing the bridge surveyed.

Name of Entity Crossed: Include here the name of the body of water, railroad, or roadway crossed by the bridge being surveyed.

Type of Entity Crossed: Enter here what kind of entity is being crossed (river, creek, railroad, etc.)

Current Use: Select from the pick list for current use of the bridge.

Number of Spans: Enter the number of spans for the bridge.

Number of Lanes: Enter the number of lanes in the case of a roadway.

You must use the "Add/Modify" to include this data in the system.

Screen #12
Cemetery Information

Historic Religious Affiliation: Select the religious affiliation from the pick list, if applicable.

Current Use: Select from the pick list.

Artistic Value: Select from the choices including "high," "low," or "medium". Generally this field is to be used for cemeteries with elaborate stones and monuments.

Earliest Marked Death Date: Enter the day, month, and year.

Latest Marked Death Date: Enter the day, month, and year.

Marked Graves: Note whether the burials are marked or not, or if they are a combination of marked and unmarked.

Enclosure Type: Enter how the cemetery is enclosed, if applicable.

Approximate # of Gravestones: Select a range of numbers from the pick list.

Ethnic Affiliation: If known, enter the ethnic affiliation for the majority of the burials from the pick list. This field has its own "Add/Modify" series of functions, allowing you to use numerous ethnic affiliations for the cemetery.

Significant Markers and/or Interred Individuals: Enter here the marker type from a pick list; the first and last name of the interred individual; the birth date; and the death date. If you do not have the exact day or month, use 01. You may use the "Add/Modify" function to add as many entries here as needed.

At the bottom of this screen, be sure to select Add from the third set of "Add- Modify" functions on this screen when you finish to be sure the entire cemetery information is included in the database. Also remember to Save your work.

Screen #13
Individual/Organization/Agency Mailing Information

If you do not have information on the owner of the property, this screen may be skipped. Complete all applicable fields if known. Not all fields must be completed. At the bottom of this area of the screen is an open text field where the surveyor can add any miscellaneous notes about the owner or informant, as well as a date indicating when this information was collected.

Owner Relationship: This field indicates whether the individual listed on this screen is the property owner, tenant, informant and/or the property manager. The first set of "Add/Modify" functions on this screen may be used to list more than one "Owner Relationship." For example, the same individual can be the owner, occupant, and informant.

The second set of "Add/Modify" functions is available at the bottom of the screen so that you may enter multiple individuals if applicable.